

# St John's Cof E Infant School

4 New Street  
Chatham  
Kent  
ME4 6RH  
Tel: 01634 844735  
Email: [office@stjohns.medway.sch.uk](mailto:office@stjohns.medway.sch.uk)  
Website: [www.stjohns.medway.sch.uk](http://www.stjohns.medway.sch.uk)



Number on Roll: 79 School, Age Range 4 to 7

## Office Manager

Salary – Grade C1 per annum pro rata  
Hours – 32½ hours per week 8.30am-4.00pm  
Term time only plus 1 week  
Provisional starting date – September or sooner

St John's Church of England Infant School is a small school with a big heart located at the heart of the diverse community of Chatham, Kent. The school has 79 children on roll from Foundation to Year 2.

The last Ofsted inspection graded the school "good" with outstanding features and our last Statutory Inspection of Anglican and Methodist Schools (SIAMS) concurred by awarding the school a grading of "good" as well.

Together with three other local Church schools, we are part of the Medway Anglican Schools Trust.

We are looking to appoint a highly motivated and experienced Office Manager to run our school office where they will be the first point of contact for parents, children, staff and visitors, so high levels of emotional awareness and resilience along with a ready smile are essential. This is a key role in the organisation to the effective running of the school and the successful applicant will need a very professional approach to be responsible for all aspects of school pupil administration and reception.

If you are committed to making a difference to children's lives, want to work in a well-resourced setting and share our school values (faith, love, kindness and respect), we would love to hear from you.

### The ideal candidate will have:

- Excellent standard of education in English and Maths
- Previous admin experience working in a school/office environment
- Experience and knowledge of Arbor
- Excellent IT skills
- An excellent level of written and inter-personal skills
- Excellent organisational skills
- Have high expectations of both self and others
- Skills to work under pressure, multitasking managing work streams to meet deadlines

### In return the school can offer you:

- Dedicated, supportive and friendly staff and governors
- Children who enjoy coming to school and are excited about their learning
- Excellent opportunities for continuing professional development and learning from highly skilled colleagues
- An attractive, well-resourced and maintained environment
- The opportunity to make a real difference to pupils within a caring school.

Informal visits to the school are both welcomed and encouraged.

Please contact the school office on 01634 884135 to arrange an appointment for a school tour with either the Executive Headteacher or one of the Co-Headteachers who can give you more details about what the role entails.

If you would like a snapshot view of what you can expect to find when you come for your visit please look at our school website [www.stjohns.medway.sch.uk](http://www.stjohns.medway.sch.uk)

**Closing date:** Tuesday 17<sup>th</sup> June 2025

Interviews: W/C 23<sup>rd</sup> June 2025

**St John's is a community family school. Once you are here - you will find it difficult to leave.**

*This school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This position is subject to a criminal record check from the Disclosure & Barring Service (formerly CRB) which will require you to disclose all criminal convictions. It is also subject to pre-employment checks including reference checks, identify and proof of right to work in the UK. We reserve the right to research applicants on social media platforms and the internet, and the Board of Governors may take this information into consideration during the recruitment process.*